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# Job Description and Person Specification

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| **Title** | Bank Exam Invigilator | |
| **Area** | Exams | |
| **Responsible to** | Exams Manager | |
| **Effective Date** | October 2024 | |
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| **Job Description** | | |
| **Main Purpose of the Role** | | |
| To assist the exams department in the smooth and efficient administration of both paper based and online examinations. | | |
| **Main Responsibilities** | |
| * 1. To ensure that all JCQ, Awarding Body and College rules and regulations are adhered to at all times.   2. To prepare the exam room and help organise the students at the start and end of the examination.   3. To take responsibility of all exam materials before, during and after the examination.   4. To ensure all necessary paperwork is completed (such as Attendance Registers and Seating Plans).   5. To supervise students for a period prior to start of exams and throughout the whole time the examination is in progress, giving complete attention at all times.   6. To report any disturbances and/or incidents using college/JCQ approved documentation.   7. Attend and contribute to team meetings as and when requested.   8. Attend training sessions as directed by the Senior Exams Officer.   **All Staff: General Responsibilities and Expectations:**   1. Drive and participate in the performance management process as appropriate to position 2. Comply with the College's Equality and Diversity, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations 3. Carry out operational duties as required and commensurate with the position 4. Promote and safeguarding the welfare of children and young persons 5. Use all available resources efficiently and effectively and in line with good eco-friendly practices 6. Attend and contribute to team meetings and in-service training as and when requested 7. Undertake appropriate personal and professional development activities and record on the College Continuing Professional Development (CPD) system 8. Manage and minimise risk within all areas of responsibility   **Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.** | |

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| **Person Specification** | | |
| **Qualifications** | **Essential** | **Desirable** |
| 5 GCSEs, including English and Maths – Grade C or above, or equivalent |  |  |
| **Experience** | **Essential** | **Desirable** |
| Previous experience of lnvigilation would be beneficial but is not essential as training will be provided |  | **✓** |
| **Knowledge, Skills & Abilities** | **Essential** | **Desirable** |
| Good IT skills | **✓** |  |
| Good numeracy and literacy skills | **✓** |  |
| Be able to work flexible hours | **✓** |  |
| Effective communication skills | **✓** |  |
| Excellent time keeping skills | **✓** |  |
| Excellent customer service skills | **✓** |  |
| Capable of working under pressure | **✓** |  |
| **Personal Qualities** | **Essential** | **Desirable** |
| Calm and pleasant manner | **✓** |  |
| To have a polite, friendly and flexible approach to work | **✓** |  |
| Able to follow strict instructions | **✓** |  |

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| --- | --- |
| Signed |  |
| Name |  |
| Date |  |